

C. C. DOCKET NO. 07-0450

Applicant's ECHA No. 0

JUDY ROBERTS 11-2-07 Reporter CB

## ADDRESS:

135 E Madison Avenue, Milton, WI 53563 608-868-2364

## EXPERIENCE

2007-Present

*T6-Communications Inc- Belvidere, IL 61008**Administrative & Operations Manager*

- Human Resources and Payroll
- Preparation and filing of State and Federal Taxes
- All Accounting processes; Carry out data entry, bookkeeping, daily billings, invoicing and inventory control.
- Customer Service; Greet customers, and communicate closely with clients and vendors. Respond to and resolve customer issues and inquiries.

2003-Present

*T6-Wireless Inc – Belvidere, IL 61008**Administrative & Operations Manager*

- Human Resources and Payroll
- Preparation and filing of State and Federal Taxes
- All Accounting processes; Carry out data entry, bookkeeping, daily billings, invoicing and inventory control.
- Customer Service; Greet customers, and communicate closely with clients and vendors. Respond to and resolve customer issues and inquiries.

1995-Present

*Horizon Distributors Inc – Belvidere, IL 61008**Administrative & Operations Manager*

- Human Resources and Payroll
- Preparation and filing of State and Federal Taxes
- All Accounting processes; Carry out data entry, bookkeeping, daily billings, invoicing and inventory control.
- Provide administrative support to President, Sales People, Customer Services and others. Perform filing, faxing, copying, and word

processing. Create and maintain spreadsheets.

- Greet customers and communicate closely with clients and vendors. Respond to and resolve customer issues and inquiries.

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#### EDUCATION

1971–1975	Clinton High School, Clinton, WI 53525
1975-1976	UW Wisconsin, Whitewater, WI
09-2002	Dale Carnegie Training Course

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COMPUTER SKILLS	Windows 98-XP, MS Office, PowerPoint, Access, , Outlook, Excel, and Act
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INTEREST	Bowling, Reading, Music, Member of First United Presbyterian Church, Clinton, WI 53525
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